

U.S. Department of State Passport Services

FINAL NOTICE

IMPORTANT NOTICE TO PASSPORT ACCEPTANCE AGENTS – May 2014

IMMEDIATE ACTION REQUIRED

Unique Identification Numbers for Domestic and Overseas DoD Acceptance Agents

The Department of State, Passport Services, is issuing unique identification numbers to all Domestic and Overseas DOD Passport Acceptance Agents and Facility Managers. These numbers will take the place of any previously issued passport agent ID code. Once received, Acceptance Agents must begin recording their Acceptance Agent ID Number and Facility ID Number on Form DS-11 & Form DD-1056.

Domestic and Overseas DoD Passport Acceptance Agents and Heads of Facility must complete the instructions below immediately to receive their assigned number(s):

1. Call the Special Issuance Agency at 1-202-485-8200 before Friday, May 30, 2014 to retrieve your unique Acceptance Agent and Facility ID Number. A representative will be available from 8:30 am to 4:00 pm Eastern Time, Monday through Friday, to provide you with your unique Acceptance Agent ID and Facility ID Number.
2. Have your facility information, as reported on your compliance form, available for reference. Several questions will be asked to verify your identity and designation as a Passport Acceptance Agent or Head of Facility. If your name was not included on a compliance form, or your facility did not submit one, you will not be in our system and will not receive a new Acceptance Agent ID Number/Acceptance Facility ID Number.
3. Upon receipt, record your personally assigned numbers in a safe place and **keep them private**.
4. Once you obtain your "Agent ID Number" and "Facility Number," immediately begin recording them on all accepted Form DS-11 passport applications & DD-1056s in the designated fields.

Form DS-11 (Passport Application) showing the location for the Agent ID Number and Facility ID Number. The form includes fields for the applicant's name, date of birth, sex, and place of birth. It also includes a section for the passport agent's information, including the agent's name, title, and contact information. A red arrow points to the field for the Agent ID Number and Facility ID Number.

Form DD-1056 (Passport Renewal Application) showing the location for the Agent ID Number and Facility ID Number. The form includes fields for the applicant's name, date of birth, sex, and place of birth. It also includes a section for the passport agent's information, including the agent's name, title, and contact information. A red arrow points to the field for the Agent ID Number and Facility ID Number.

**Passport agent ID numbers cannot be shared between multiple passport agents.
No personnel other than an individual passport agent should maintain a record of an agent ID number.
Heads of Facility are *only* able to receive their facility's Facility ID Number.**

After Friday, May 30, 2014, DS-11 applications received without these numbers will NOT be processed. They will be suspended, requiring the customer to reapply and the form to be re-executed.